

## CHAPTER 26

### PERSONNEL ADMINISTRATION

### STANDARD OPERATING PROCEDURE

### 500 BED FLEET HOSPITAL

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## 500 BED COMBAT ZONE HOSPITAL

### STANDARD OPERATING PROCEDURES

#### PERSONNEL ADMINISTRATION

A. **MISSION**: To promulgate standard operating procedures, duties, responsibility, and authority for personnel assigned to the Personnel Administration Department.

B. **FUNCTIONS**:

1. Ensure Commanding Officer is advised on all matters pertaining to Personnel Administrative Department.

2. Responsible for all facets of personnel administration for customer commands in accordance with references listed herein this SOP Manual.

3. Provide guidance/assistance as necessary to customers/customer commands in accordance with OPNAVINST 1000.23 Pay/Personnel Administrative Support System Management Manual (PASSMANUAL).

4. Ensure effective communication/liaison is accomplished and maintained between customer commands/support offices and Personnel Administration Department.

5. Maintain tickler files/logs as necessary to ensure timely accomplishment of transfer order prerequisites such as, but not limited to overseas, screenings, obligated service stipulation as entry approval requests/approvals.

C. **PHYSICAL DESCRIPTION**:

1. Location within complex:

2. Sheltering.

Type: Temper Tent, shared.

Quantity: One half section.

3. Material.

IOL:

D. **SPECIAL CONSIDERATIONS:**

1. Duty Yeoman/Personnelman watchbill should be initiated for Administrative Personnel when liberty commences. One Yeoman/Personnelman should be available at all times if so needed by CO/XO or any other administrative services need be given, checkin/checkout, travel, mealcard, etc.

E. **WORKLOAD:** N/A.

F. **ORGANIZATION:**

1. Responsibility. The Military Personnel Officer reports to the Executive Officer on all matters pertaining to military personnel administration.

- (a) Customer Service Section.
- (b) Transfer/Receipts Section.
- (c) Reenlistments/Separations Section.
- (d) Personnel Accounting Section.

2. Organizational chart.

C.O.

X.O.

MILITARY PERSONNEL  
OFFICER (DIR. ADMIN  
SERVICES)

ASST. MILITARY PERSONNEL  
OFFICER

CUSTOMER SERVICES	RECEIPTS TRANSFERS	REENLISTMENTS/ SEPARATIONS	PERS ACCTG/ DIARIES
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3. Staffing.

AM	Night	Total
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<u>Assigned</u>	<u>Watch</u>	<u>Watch</u>
Military Personnel Officer (O-4)	1	-
1		
Administrative Assistant (E-6)	1	-
1		
Personnel Chief (E-7)	1	-
1		
Personnel Clerk (E-6)	1	1
2		
Disbursing Clerk (E-6)	1	-
1		
Disbursing Clerk (E-5)	1	1
2		

4. Assignment by billet sequence code:

Billet No. <u>No.</u>	<u>Title</u>	<u>Nec</u>	Designator/ Rank	
04029	Director of Admin	2300/	O-4	
1				
04019	Admin. Asst.		E-6	2
08019	Personnel Chief		E-7	
1				
08030	Personnel Clrk		E-6	
2				
08050	Disbursing Clrk		E-6	
1				
08070	Disbursing Clrk		E-5	
2				

5. Watch bill: See TAB A, page 6.

6. Special watches: N/A.

G. **TASKS:**

1. Observe and report to the Executive Officer on the effectiveness of administrative policies, procedures, and regulations of the command.

2. Review all correspondence prepared for the signature or review of the Executive Officer, ensuring that it conforms with the Navy Correspondence Manual, SECNAVINST 5216.5C and other pertinent command directives.

3. Screen all correspondence and directives routed to the Executive Officer, and initiate administrative action where appropriate, as in the case of other administrative directives.

4. Manage the operation of the department administrative personnel, ensuring the maintenance of assigned office spaces and the care and upkeep of office equipment.

5. Ensure and direct assignment and training of the department yeoman.

6. Monitor/screen incoming correspondence routed to the department head, and initiate required action when appropriate; screen all outgoing correspondence.

7. Implement directives from higher authority as they pertain to the administration of the department.

8. Prepare all of department directives; and following release by the department head, exercise control over their issuance, ensuring effective dissemination.

9. Ensure maintenance of department of records, and maintain a tickler file on all required reports.

10. Coordinate preparation of the department in-port daily watch bill.

11. Assign tasks to and evaluate the performance of department yeomen and other enlisted personnel assigned to the department office.

H. **STANDARD OPERATING PROCEDURES:** See TAB B, page 7.

I. **CLINICAL POLICIES/GUIDELINES:** N/A

J. **STANDARDS AND JOB DESCRIPTIONS:** See TAB C, page 19.

K. **DOCUMENTATION:**

1. References: See TAB D, page 28.
2. Forms: See TAB E, page 29.

# TAB A

## WATCHBILL FOR PERSONNEL ADMINISTRATION

Section	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
F S S M T																									

1			A	A	A	A	A	A	*	E	P	*	P	P	P	P	*	E	A	*	A	A	A	A	*	E	P	*	P	P	P
P P*E A*A																															

2			E	P	P	P	P	P	P	*	A	*	A	A	A	A	A	*	P	*	P	P	P	P	P	P	*	E	A	*	A	A
A A A* E P*																																

\* = Dog watch.

TAB B  
STANDARD OPERATING PROCEDURES  
INDEX

<u>NUMBER</u> <u>PAGE</u>	<u>TITLE</u>
B-1 8	Safeguarding of Classified Material
B-2 13	Personnel Security Program

**TAB B-1**

**SAFEGUARDING OF CLASSIFIED  
MATERIAL**

A. **PURPOSE:** To detail procedures for safeguarding of classified material.

B. **DEFINITION:** Safeguarding - protection for classified information to ensure that unauthorized persons do not gain access to classified information by sight, sound or other means.

C. **REFERENCE:**

Information and Personnel Security Program Regulation,  
OPNAVINST 5510.1H

D. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:**

1. Safe-type steel filing container with built-in three-position, dial-type combination lock approved by General Services Administration.

2. Standard Form 703, 704, 705, for respectively, Top Secret, Secret, and Confidential documents.

E. **STEPS:**

1. Care of Working Spaces.

(a) Buildings and spaces containing classified information will be afforded the security measures necessary to prevent unauthorized persons from gaining access to classified information, specifically including security measures to prevent outside the building or spaces from viewing or hearing classified information.

(1) Shrubbery outside ground floor offices should be trimmed to prevent it's use as a protective cover for intruders.

(2) Heavy grills, screens or bars should be installed on ground floor windows and other accessible

openings if access into the area constitutes access to classified information. Care must be taken to install these barriers by methods which will best serve to defeat access from the outside.

(3) Windows should be opaque or have curtains or blinds to prevent visual access.

(b) Extraordinary precautions should be taken for conference rooms and areas specifically designated for classified discussions:

(1) Technical surveillance counter-measures support will be requested for conferences involving Top Secret information, and for other designated classified discussion areas in accordance with SECNAVINST 5500.31A, Technical Surveillance Counter-measures (TSCM) Program (NOTAL) reference (mm).

(2) Escorts will be provided for uncleared personnel requiring access to the area to perform repairs, routine maintenance and cleaning.

(3) Within the capability of the command, frequent and thorough inspections of the spaces should be conducted for unauthorized wiring and possible concealment of listening devices. Personal radios, TV's, or recording devices will not be allowed in classified discussion areas. All equipment in the area should be dedicated to the facility and not introduced from outside for specific classified presentations.

(c) Extraneous material (such as unclassified papers, ADP printouts, publications) should be kept off the tops of security containers to prevent inadvertent intermingling of classified with unclassified material.

## 2. Care During Working Hours

(a) During working hours, take the following precautions to prevent access to classified information by unauthorized persons:

(1) When classified documents are removed from storage for working purposes, keep them under constant

surveillance and face down or covered when in use. Cover sheets shall be Standard Form 703, 704, 705, for respectively, Top Secret, Secret, and Confidential documents.

(2) Discuss classified information only when unauthorized persons cannot overhear the discussion. Particular care should be taken when there are visitors or workmen present. Escorts should alert fellow workers when visitors or workmen are in the area.

(3) Protect preliminary drafts, carbon sheets, plates, stencils, stenographic notes, worksheets, and all similar items containing classified information either by destroying them by a method approved for destroying classified material immediately after they have served their purposes, or by giving them the same classification and safeguarding them in the same manner as the classified material they provided.

(b) Protect typewriter ribbons used in typing classified material the same as the highest level of classification for which they have been used. Also, destroy them as classified waste. Exceptions are:

(1) After the upper and lower sections have been cycled through the machine five times in the course of regular typing, all fabric ribbons may be treated as unclassified even if they are used subsequently for classified.

(2) Any typewriter ribbon which remains substantially stationary in the typewriter until it has received at least five consecutive impressions may be treated as unclassified.

### 3. Safeguarding Classified Information in Aircraft

(a) Keep aircraft with Top Secret equipment installed under continuous surveillance by U.S. personnel or an intrusion detection system.

(b) During normal operating hours, keep aircraft with Secret and Confidential equipment installed, and the surrounding area, under observation by U.S. personnel. Arrange work schedules so aircraft have continuous security coverage during the workday. At other times, lock the

aircraft and make periodic checks of the aircraft parking area.

(c) To the extent practicable, protect classified information on aircraft at non-U.S. bases outside the United States with following security measures.

(1) A lighted ramp space which provides a clear controlled zone extending at least 20 feet from all extremities of the aircraft.

(2) A sufficient guard force to ensure that only U.S. personnel are permitted unescorted access to the controlled zone. If the guard force is provided by hostcountry as part of ground support services, it must be monitored by U.S. personnel.

(3) Use only onboard power sources for electrical processing of classified information. During periods of electrical processing, remove from the controlled zone all extraneous equipment such as baggage or food carts, mail bags, tool boxes and, to the extent possible, ground support equipment such as portable generators.

#### 4. Security Checks.

(a) Commanding Officers will require a security check at the end of each working day to make sure all classified material is properly secured. Standard Form 701, Activity Security Checklist, Exhibit 13E, located in the OPNAVINST 5510.1H, shall be used to record such checks. An integral part of the security check system shall be the securing of all vaults, strongrooms and security containers used for the storage of classified material. Standard Form 702, Security Container Check Sheet, Exhibit 13C, shall be used to record such actions. In addition, Standard Forms 701 and 702 shall be annotated to reflect after hours, weekend and holiday activity.

(b) Sample procedures for security checks are in exhibit 13B, located in the OPNAVINST 5510.1H. Those conducting security checks will make sure that:

(1) All classified material is stored in the manner prescribed.

(2) Burn bags are properly stored or destroyed.

(3) Classified shorthand notes, carbon paper, carbon and plastic typewriter ribbons, rough drafts, and similar papers have been properly stored or destroyed.

(4) Security containers have been locked by the responsible custodians. (The dial of combination locks will be rotated at least four complete times in the same direction when securing safes, files or cabinets.)

(c) Because commands are often concerned about the authority to conduct checks of personal articles to ensure compliance with security regulations, exhibit 13D located in OPNAVINST 5510.1H provides a Search, Seizure and Inspection Guide.

E. **RESPONSIBILITY:**

All hands.

## TAB B-2

### PERSONNEL SECURITY PROGRAM

#### STORAGE

A. PURPOSE: Commanding Officers are responsible for safeguarding all classified information within their commands.

They must ensure that classified information which is neither being used nor under the personal observation of cleared persons who are authorized access, is stored as prescribed in this chapter. To extent possible, the areas in which classified information is stored will be limited.

B. DEFINITION: To safeguard all classified material within command by using standards provided in Information and Personnel Security Program Regulation.

C. REFERENCE:

Information and Personnel Security Program Regulation,  
OPNAVINST 5510.1G

D. EQUIPMENT, SUPPLIES, AND FORMS REQUIRED:

Class A or B Vault  
Strongroom (Vault-Type Room)  
General Services Administration approved security  
container

E. STORAGE REQUIREMENTS:

1. Top Secret material will be stored in:

(a) A Class A or B Vault, a strongroom that meets the standards prescribed in Exhibit 14B, or a General Services Administration approved security container. When located in a building, structural enclosure or other area not be protected by an alarm system or be guarded by U.S. citizens during nonoperating hours; or

(b) An alarmed area, that affords protection equal to or better than that prescribed above. When an alarmed area is used, the physical barrier must be adequate to prevent: (1) surreptitious removal of the material; and (2) observation

that would result in the compromise of the material. The physical barrier must be such that forcible attack will result in evidence of attempted entry into the room or area. The alarm system must, at a minimum, provide immediate notice to a U.S. security force of attempted entry. Under field conditions, field commanders will prescribe the measures deemed adequate to meet the storage standards above.

2. Secret and Confidential material will be stored in:

(a) The manner prescribed for Top Secret; or

(b) Until phased out, in a steel filing cabinet having a built-in GSA approved combination padlock. When a lockbar container is used, the following supplemental security procedures apply:

(1) The keepers and staples of the steel lockbar must be secured to the filing cabinet by welding, rivets or pinned bolts.

(2) The drawers of the container must be held securely closed when the lockbar is in place so their contents cannot be removed by forcing open a drawer.

(3) During working hours, padlocks must be placed in the cabinet or locked through the staple until the cabinet is secured at the end of the day. This practice prevents tampering with padlocks or exchanging them surreptitiously.

(4) Precautionary measures must be taken so papers stored in the container will not protrude from the drawers when they are closed, or cannot be fished out through the cleft surrounding the drawers. One method is the insertion of stiff cardboard, such as a file folder, in a horizontal position above papers filed in the drawer.

3. Classified ordnance items too large for storing in GSA-approved containers will be stored in magazines, arms rooms and other storage structures constructed or hardened to comply with OPNAVINST 5530.13.

4. Storage area for bulky Secret and Confidential material must have access openings secured by GSA approved

combination padlocks (Federal specification FF-P110 Series) or key operated padlocks with high security cylinders (exposed shackle, Military specification P-43951 series, or shrouded shackle, Military specification P-43607 series). If these storage requirements cannot be met afloat or aboard aircraft, Secret or Confidential material may be stored in a locked container of substantial metal or wooden construction (such as a foot locker or cruise box) secured by a GSA approved combination padlock. In that case, the area in which the container is stored must be locked when not manned by U.S. personnel and the security of the locked area must be checked at least once every 24 hours.

#### SECURITY CONTAINERS

1. New security containers will not be procured until:

(a) A physical security survey of existing equipment and a review of classified records on hand has been made; and

(b) It has been determined that it would not be feasible to use available equipment or to retire, return, declassify or destroy a sufficient volume of records currently on hand to make the needed security storage space available.

2. Only containers that have been approved by the Federal Government as security filing equipment will be procured. Equipment will be selected from the National Supply Schedule (FSC Group 71, Part III, Section E) of the General Services Administration following the procedures outlined in SECNAVINST 10463.1A, reference (nn). As a matter of policy, modification of any equipment that is used to store classified material is prohibited. Exceptions to permit acquisition of special purpose equipment or to modify filing cabinets to bar-padlock types suitable for storing classified material will be requested from CNO (OP-09N).

3. A Security Container Records Form (OPNAV Form 5510/21) Exhibit 14C) will be maintained for each security container used for the storage of classified material and containers will be inspected periodically.

4. The best containers in a command will be used to protect the most sensitive material. The OPNAV Form 5510/21 will provide information on which to make this determination.

5. Security containers confirming to Federal specifications bear a Test Certification Label on the locking drawer, attesting to the security capabilities of the container and lock. (On some early cabinets, the label was located on the wall inside the locked drawer compartment.) Cabinets manufactured after February 1962 will also be marked "General Services Administration Approved Security Container" on the outside of the top drawer. Standards used by the Government to gauge the protection afforded are in Exhibit 14D.

#### NONAPPROVED SECURITY CONTAINERS

1. Nonapproved security containers (those that are not GSA-approved) are available in many shapes and sizes. However, containers of this type may not be purchased to store classified material even though they may be equipped with manipulation-proof or manipulation-resistant locks and even though they may have other security or fire protection features.

2. Non approved containers which are now in use to safeguard classified information should be replaced by GSA-approved security containers.

3. Filing cabinets will not be modified to the lockbar-padlock variety, to provide a means to store classified material, without CNO (OP-09N) approval. Any requests for approval to modify filing cabinets will include complete containers are procured or until other approved facilities are constructed (such as a vault or strongroom).

#### VAULTS AND STRONGROOMS

1. Storage requirements for large amounts of classified material, or odd-shaped or bulky material, can be met in many instances by vaults or strongrooms. Careful consideration should be given to the extended need for a vault or strongroom, however, as it is not constructed to be removable. Less expensive temporary protective measures temporary protective measures may be more practical.

2. Vaults or strongrooms must be build to the standards specified in Exhibit 14B. Existing areas will be examined

periodically and correctable defects repaired promptly; however, existing vaults and strongrooms need not be modified to the standards in Exhibit 14B. Requests for exceptions to vault and strongroom criteria will be submitted to CNO (OP-09N), with supporting details, including blueprints and any other information that will help in evaluating the request.

3. Some modular vaults, primarily designed for use in the banking industry, have been tested by Underwriters Laboratory and provide forced entry protection equivalent to that required by a Class A Vault, however, they have not been tested or approved by GSA for the storage of classified material. Requests to purchase and use modular vault systems to store classified material will be submitted to CNO (09N) for approval.

#### **SPECIALIZED SECURITY CONTAINERS**

1. One-field safes and one-drawer GSA approved security containers are used primarily for storage of classified material in the field and in transportable assemblages. Such containers must be rendered nonportable, i.e., chained to a permanent fixture, or guarded to prevent theft.

#### **COMBINATION LOCKS, KEY OPERATED LOCKS AND KEYS**

1. A security container, vault, or strongroom must be fitted with a lock which resists opening by unauthorized persons. Manipulation Resistive (MR) and Manipulation Proof (MP) locks are tested by the Underwriters' Laboratory (UL) and must have the UL label for a group 1 lock or a group 1R lock attached to the back of the lock. (In most instances the back plate of the lock box will have to be removed to see the UL label.)

2. The mechanical locking mechanism of group 1 locks must resist unauthorized opening by expert manipulation for a period of 20 manhours. The lock must have at least 100 graduations on the dial providing at least 1 million combinations.

3. Group 1R certification indicates that the lock has passed group 1 tests and is resistant to radiological attack. Portable X-ray equipment and radioactive isotopes are

potential security threats when a lock does not afford resistance to radiological attack.

4. Federal specifications governing the manufacture of security containers and security vault doors require that the unit be equipped with a top-reading changeable combination lock which controls the locking of the container. The top-reading design replaced the front-reading design to provide increased protection against the combination being ascertained by surreptitious viewing. Combination locks are available with two methods of combination change, hand-change or key-change. Changing the combination in a hand-change lock required combination. Changing the combination of a key-change lock requires using a change key that is inserted into the lock case, permitting a new combination to be set. The type of combination lock desired should be specified when ordering the container.

**TAB C**  
**STANDARDS AND JOB DESCRIPTIONS**  
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C-3 23	Section Supervisors` (General) Job Description
C-4 24	Customer Service Section Supervisor`s Job Description
C-5 25	Transfer/Receipts Section Supervisor's Job Description
C-6 26	Reenlistments/Separations Section Supervisor`s Job Description
C-7 27	Personnel Accounting Section Supervisor's Job Description

**TAB C-1**

**MILITARY PERSONNEL OFFICER'S JOB DESCRIPTION**

The Military Personnel Officer is responsible for enlisted personnel placement in accordance with the personnel assignment bill and for the administration and custody of enlisted personnel records.

THE MILITARY PERSONNEL OFFICER WILL:

1. Supervise the administration and operation of the personnel office.
2. Prepare and maintain the service records of enlisted personnel.
3. Ensures that all directives and communications relating to transfer, receipts, advancement, reduction in rating, reenlistments or any other changes in the status of enlisted personnel are executed and recorded.
4. Supervise the processing of enlisted performance evaluation sheets, leave papers, identifications cards, and orders.
5. Interpret and apply directives pertaining to administration of enlisted personnel.
6. Supervise the compilation and forwarding of information from service records for the use of the commanding officer at commanding officer's nonjudicial punishment, and maintain the mast record.
7. Review the eligibility of personnel to attend service schools.
8. Supervise the professional training and education of enlisted personnel assigned to the administrative office.
9. Initiate any correspondence needed to ensure that pertinent information concerning the unit's allowance and use of personnel is brought to the attention of the type commander or the Chief of Naval Personnel, as appropriate.

10. Perform such other duties as may be assigned.

**TAB C-2**

**ASSISTANT MILITARY PERSONNEL OFFICER'S JOB DESCRIPTION**

THE ASSISTANT MILITARY PERSONNEL OFFICER WILL:

1. Assist the Military Personnel Officer in the performance of his/her duties and responsibilities.
2. The Assistant Military Personnel Officer will act as Military Personnel Officer in that persons absence.

## **TAB C-3**

### **SECTION SUPERVISORS' (GENERAL) JOB DESCRIPTION**

The Section Supervisors Advises the Military Personnel Officer and/or the Assistant in all matters pertaining to their individual sections, i.e., transfers/receipts, customer service, reenlistment/separations, personnel accounting/diaries. Ensures thorough familiarization with those portions of references listed herein this SOP and such current instructions/regulations as may be germane to their specific sections.

**TAB C-4**

**CUSTOMER SERVICE SECTION SUPERVISOR'S JOB DESCRIPTION**

THE CUSTOMER SERVICE SECTION SUPERVISOR WILL:

1. Control and issue all identification cards, (i.e., active dependent, retired and reserve.)
2. Maintains daily inventory to ensure adequate stocks on hand and enable immediate accountability of all cards.
3. Verifies eligibility and enrolls, change or terminate dependents as applicable in the Defense Enrollment Eligibility Reporting System (DEERS).
4. Ensures proper processing/reporting in accordance with applicable instructions of all military leave with the exception of leave chargeable on PCS transfers/receipts.
5. Maintains all active duty services records as to ensure completeness and accurate accountability.

**TAB C-5**

**TRANSFER/RECEIPTS SECTION SUPERVISOR'S JOB DESCRIPTION**

THE TRANSFER/RECEIPTS SECTION SUPERVISOR WILL:

1. Ensures prompt notification via parent command of all personnel in receipt of transfer orders.
2. Maintains tickler files/logs as necessary to ensure timely accomplishment of transfer order prerequisites such as, but not limited to overseas screenings, obligated service stipulation as entry approval requests/approvals.
3. Monitors and reports as necessary on those enlisted members assigned in the Limited Duty (LIMDU) status in accordance with the Enlisted Transfer Manual.

**TAB C-6**

**REENLISTMENTS/SEPARATIONS SECTION SUPERVISOR**

THE REENLISTMENTS/SEPARATIONS SECTION SUPERVISOR WILL:

1. Ensures prompt notifications, via parent command of all personnel in receipt of retirement/separation orders.
2. Maintains tickler files/logs as necessary to ensure timely accomplishment of retirement/separation order prerequisites such as, but not limited to physicals, SBP elections, enlisted evaluations, etc.

**TAB C-7**

**PERSONNEL ACCOUNTING SECTION SUPERVISOR'S JOB DESCRIPTION**

THE PERSONNEL ACCOUNTING SECTION SUPERVISOR WILL:

1. Monitor Diary Message Reporting System (DMRS) submissions to ensure daily accurate and prompt reporting of DMRS events.
2. Ensure timely and accurate verification of ODCR/EDVRs, including transmittal of ODCR/EDVRs to customer commands.
3. Monitor ODCR/EDVRs for expired data and initiates appropriate corrective actions.
4. Ensure posting of DMRS data, OCR submissions, prospective gain/prospective loss data to ODCR/EDVRs.
5. Provides training to Personnel Accounting Personnel.

**TAB D**

**REFERENCES**

PERSONNEL MATTERS

NUMBERS

TITLE

D-1	PASSMAN, OPNAVINST 1000.23
D-2	MILPERSMAN, NAVPERS 15560
D-3	ENLTRANSMAN, NAVPERS 15909
D-4	OFFTRANSMAN, NAVPERS 15559

MILITARY PAY

D-5	PAYPERSMAN, NAVSOP-3050
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TRAVEL

D-6	PTM, NAVMILPERSCOMINST 4650.2
D-7	JTR, VOL 1
D-8	U.S. NAVAL TRAVEL INSTS, NAVSOP-1459

**TAB E**

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E-5	2120	ACDUTRA PAY VOUCHER
E-6	2235 (3C)	NAVAL RESERVE UNIFORM MAINTENANCE ALLOWANCE
E-7	2261	ACDUTRA MONEY LIST
E-8	2268	JUMPS INFORMATION REQUEST
E-9	2272	NAVY RETIRED/RETAINER PAY DATA FORM
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E-13	2285	LEAVE AND EARNINGS STATEMENT (LES)

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E-32	3071	PERSONAL FINANCIAL RECORD
E-33	3071A	MISCELLANEOUS MEMORANDA RECORD
E-34	3071B	TEMPORARY PAY ACCOUNT/WORKSHEET
E-35	3072 (4PT)	DEPENDENCY STATUS ACTION (NFAA USE ONLY)

**NAVCRUIT**

E-36	1000/20	OFFICERS APPOINTMENT, ACCEPTANCE, OATH OF OFFICE
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